



Frequently Asked Questions

Will the District recruit and schedule focus group participants?

Yes, the District will coordinate inviting and selecting focus group participants.

Will the District provide meeting locations?

Yes, the District will secure locations for each meeting.

Does the District have a target breakdown of the 20–30 focus groups by audience (i.e. parents and families, certified and classified staff, students, community members)?

- *Students*
- *Parents*
- *Taxpayers/community members*
- *Certified staff*
- *Classified staff*
- *Administrators*
- *Parent groups*
- *Legislative officials*
- *Higher education*
- *Faith communities*
- *Not-for-profits*
- *Business leaders*
- *ELL community*
- *Intergovernmental partners*

The number of focus groups will be determined by the specific stakeholder groups the district aims to represent. A selection of the groups listed above may have multiple sessions.

What group size does the District envision for these small-group sessions?

A maximum of 20-25 people per group.

At which grade levels will students participate?

Middle school and high school students will participate.

How will the District handle parental consent and any FERPA considerations for student focus groups?

The District will manage the student recruitment and parental consent process in coordination with the selected firm. Active parental consent will be obtained prior to student participation. The selected firm will operate as a designated school official under FERPA/ISSRA guidelines for the duration of the project, and all student input gathered during focus groups must be fully anonymized and reported only in aggregate form.

How many individual key-stakeholder interviews does the District anticipate? Will the District identify those stakeholders?

There will be 10 or less individual key-stakeholder interviews and the district will identify the key individual stakeholders who will participate.

Which languages should the engagement accommodate to reach the full community? Will the District provide interpretation and translation resources, or should the firm include them in its proposal?

The engagements will be conducted primarily in English and the district will provide translation support when needed.

Should focus group recordings be audio or video? Does the District require full verbatim transcripts of every session, or recordings paired with thematic summaries?

The district will not require verbatim transcripts of every session because doing so may violate confidentiality for the participants. For large group sessions this may be appropriate but not for many sessions. Video recordings will never be expected. The ability to provide verbatim transcripts is important, and the district and vendor will collaborate to decide when and where this is appropriate.

In smaller focus groups, verbatim audio recording may not be preferred and may discourage honest feedback. Is the District open to discussing alternative documentation methods for certain settings?

Yes. We want to respect the confidentiality of individual speakers in the smaller group settings. Notes of those meetings would suffice and we can plan and decide together on the best method of recording if verbatim audio recordings are not appropriate. This portion of the RFP has been deleted.

Will the District provide approved tools or platforms for recording, data storage, and any surveys? At the close of the project, in what format should recordings, transcripts, and data be transferred to the District?

The district operates in a Google environment so all tools should be compatible with Google.

The November 1–February 1 window includes Thanksgiving and winter breaks. Does the District have preferred windows for conducting the in-person sessions?

Avoiding these break times is important. The district can offer preferred windows of time, and a limited number of Saturday sessions may be helpful, but the holidays will be avoided.

What is the established budget range for this engagement?

The District seeks to not exceed \$50,000 for this project.

To whom should the final proposal submission be sent?

Michelle Carter at michelle_carter@jpsd.org.

What is the required file submission format?

A single PDF is required.

Are there any required forms, certifications, or insurance/COI documents the District would like included with the proposal?

A certificate of Insurance should be included.

Is it possible to request another date for an interview if October 8 is not possible?

Yes.

Is the District open to remote sessions?

Yes.

Can the District clarify its expectations regarding in-person versus virtual engagement activities, including stakeholder interviews, Steering Committee meetings, biweekly check-ins, and the final presentation?

A mixture of in-person and remote engagement activities is acceptable. Please specify your strategy in gathering the information needed for the project.

Will the District be leading the strategic planning process internally or in partnership with a separate strategic planning consultant?

The district is leading the strategic planning process internally.

What engagement related to the strategic planning process has already taken place (ie. surveys, principal round tables, community listening sessions, etc.)?

Engagement related to the strategic planning process has not taken place.

Will the District provide preferred consent language for participants?

Yes.

Is there a page limit, and do bios and case studies count toward it?

There is no page limit.

What work will the Steering Committee have completed by November 1, such as a draft vision, portrait of a graduate, or priority areas?

The Steering Committee will begin meeting at the end of October and will not have completed relevant work prior to November 1. The District previously completed a Portrait of a Graduate framework.

Will the themes determined by the Steering Committee be set before focus groups begin, or are they expected to emerge from community input?

The themes are expected to emerge from community input.

Have there been specific stakeholder groups the district has found more difficult to reach in past engagement efforts?

Yes. Generally, the District's McKinney Vento families and ELL population have been difficult to reach in engagement efforts.